

TRUSSVILLE CITY BOARD OF EDUCATION
Job Description

POSITION TITLE: Director of Finance

QUALIFICATIONS: Minimum of 4-year college degree, Certified Public Accountant (CPA), and Certified by the Alabama Association of School Business Officials

JOB GOAL: To assist the superintendent in developing and administering the annual budget for the school system and to provide detailed reports to the Superintendent and Board as to the fiscal situation of the school system. To assist the superintendent and other administrators in completing day to day reports and tasks.

REPORTS TO: Superintendent

EVALUATION: Trussville Board of Education Evaluation System

PERFORMANCE RESPONSIBILITIES:

1. Serves as Custodian of Funds.
2. Makes recommendations on proposed policies and/or changes to existing policies and implements policies approved by the Board of Education.
3. Supervises the financial affairs, including handling of all funds, accounting procedures, and long range planning.
4. Works with the superintendent to develop and administer the annual budget for the school system. Submits the proposed budget for approval. Oversees and monitors payroll.
5. Monitors overall expenditures of the school system and prepares monthly financial statements and related information for the Board of Education.
6. Designs and implements investment programs to assure an optimum on investments while maintaining the safety of the funds. Manages the debt service of the school system.
7. Interfaces with state legislators and other public officials in identifying financial issues, which relate to Trussville City Board of Education. Works with the superintendent to maintain a positive relationship with legislators and other public officials.

8. Assures that State Department of Education and Federal guidelines are followed in all financial accounting matters and that reports are submitted in accordance with State and Federal guidelines.
9. Coordinates Public School College Authority (PSCA) funds.
10. Implements laws concerning the budgeting and expenditure of public funds.
11. Follows Board Policy regarding budgeting and financial matters.
12. Advises the superintendent, the Board, and other staff members on financial questions and the status of funding and expenditures.
13. Assists auditors as needed.
14. Coordinates selection, assignment, and staff development activities of finance and other assigned personnel. Trains, supervises, and evaluates personnel within areas of responsibility.
15. Maintains proper certification by attending college, workshops, and/or professional development courses.
16. Establishes and maintains positive public relations while working cooperatively with the Board, the superintendent, administrators, certificated personnel, non-certificated personnel, parents, and students.
17. Performs other assigned duties as directed by the superintendent.

Board Approved: December 6, 2004